

## **FIRE PROTECTION PLANNING (PRC 4290 & CEQA)**

**9045**

(No. 7 September, 1991)

### **APPLICATION AND MAP REVIEW**

**9045.1**

(No. 7 September, 1991)

Environmental project documentation for discretionary projects received from the county should be routed back to the county after comments have been made. Environmental project documentation for discretionary projects received from the State Clearing House should be routed back through the Department's Environmental coordinator.

Whether environmental documentation for a discretionary project or a ministerial project being processed at the local level, it is preferable to meet with an applicant to discuss construction and development requirements, to review possible exceptions and alternatives prior to the submission of a tentative map or application for a permit. Initial review and joint inspections of the project site with the applicant may resolve many problems, easing the reviewer's time commitment and simplifying negotiations and approval. Station personnel, Battalion Chiefs, Division Chiefs, and resource management personnel should be involved and consulted when appropriate. In any case, good notes of the meeting should be kept for future review.

### **PROCESSING TIME FRAMES**

**9045.2**

(No. 7 September, 1991)

CDF review of permit applications and tentative maps shall be accomplished within the time frames set by, and in use by, the local jurisdiction. Review of environmental documentation through the State Clearing House shall be accomplished in accordance with the time frames specified on the Clearing House cover sheet.

### **INSPECTION OF PROJECTS**

**9045.3**

(No. 7 September, 1991)

Units will develop cooperative agreements with local government to accomplish inspection of construction and development projects, relative to PRC 4290, in SRA. Local government inspectors routinely inspect for county and state building standards as well as locally mandated requirements for subdivisions. CDF should support the inspection of construction and development projects as determined by the Unit, when resources are available. The use of local government forms is highly recommended.

During preliminary field inspections of projects, the adequacy of proposed activities, measures, and practices should be reviewed and discussed. Requests for alternatives or exceptions should be evaluated and, if warranted, should be endorsed. Where alternatives are not appropriate, the CDF inspector should provide recommendations. Field notes should be taken and a letter to the applicant, indicating areas of agreement and disagreement as well as recommendations, should be prepared. In all cases, reference all documents to the project using the parcel number or project number and retain a copy of all notes and transmittals. If possible, station, battalion, or supervisory personnel should be involved.

Inspections following the issuance of an application or approval of a tentative parcel map should evaluate the conformance of project activities with the conditions placed on the permit or map and notes taken during any preliminary meeting or inspection. Documentation of non-conforming activities and measures shall be based on local procedures.

## **VIOLATIONS**

**9045.4**

(No. 7 September, 1991)

Action taken to correct any non-conforming activity shall be based on procedures developed in conjunction with local government. Alternatives include: notice of corrective action, violation based on the permit or map authority, or a misdemeanor as provided for in the regulations. Local government shall be encouraged to provide CDF with notice of any corrective action taken relative to PRC 4290. Each Unit shall maintain a record of these notices and shall prepare and transmit to the Sacramento Fire Prevention Engineering Officer a summary of action taken for the calendar year, who shall provide that information to the Board of Forestry.

## **APPEALS**

**9045.5**

(No. 7 September, 1991)

When an applicant appeals a requirement relating to PRC 4290, the local jurisdiction's appeal board is required to request from CDF, when CDF is the inspection authority, information relating to the appropriateness of the applicant's proposal and CDF's recommendation as to the appropriate action or performance. If the local appeal board grants the applicant's appeal, that board must provide in writing their reasons for granting the appeal and their determination as to how the proposed practice meets the intent of PRC 4290. The Unit shall transmit their recommendation and the appeal board's findings to the Sacramento Fire Prevention Engineering Officer, who shall provide that information to the Board of Forestry.

## **INQUIRIES AND INTERPRETATIONS**

**9045.6**

(No. 7 September, 1991)

Inquiries, questions or requests for interpretations from Unit personnel shall be transmitted through channels to the Region Fire Prevention Program Manager, who will transmit that request to the Sacramento Fire Prevention Engineering Officer. These requests shall be promptly processed and responded to.

## **REPORTING REQUIREMENTS**

**9045.7**

(No. 7 September, 1991)

An annual report shall be prepared and submitted with the annual Unit Fire Prevention Plan as specified in [Chapter 9050](#), Fire Prevention Planning. The form CDF-92, Fire Protection Planning Annual Report, shall be used.

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